



Department of Permitting and Inspections

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Variance Request Checklist

Use this checklist for all applications for a variance to a specific rule - See Sec. 12.1.1 of the Zoning Ordinance.

In order for your application to be considered complete, the following information **must** be provided as applicable:

- A completed zoning permit application form, signed by the property owner;
- The application fee of \$195, in cash, checks, and credit cards. Checks to be made out to the 'City of Burlington'. Credit card payments will incur a convenience fee;
- Description of the property to which the variance would apply;
- Reference to the applicable regulatory provisions;
- Relief requested by the applicant;
- Information and narrative addressing the grounds why such requested relief is believed proper under the variance criteria pursuant to Sec. 12.1.1, Variances, or Sec. 12.1.2, Variances: Renewable Energy Resource Structures, of the Comprehensive Development Ordinance; and,
- Associated Basic or Certificate of Appropriateness zoning permit application as applicable.